

TOWN OF WINSLOW, MAINE  
REGULAR COUNCIL MEETING  
Minutes of Meeting  
July 14, 2014

REGULAR MEETING

1. Roll call attendance was taken with seven (7) members present.

Ray Caron, Ken Fletcher, Jerry Quirion, Steve Russell, Gerald Saint Amand and Benjamin Twitchell. Catherine Nadeau arrived at 7:05 p.m.

Michael Heavener, Town Manager was present along with Dabney Lewis, Code Officer and Public Works Director Paul Fongemie.

2. Recite the Pledge of Allegiance.
3. Approval of Minutes of Previous Meetings

Motion by Mr. Quirion and seconded by Mr. Twitchell that the minutes of the meeting held June 9 be approved. Motion carried. Unanimous.

4. Communications

- a. Mike Duguay, Summit Natural Gas presented a map picturing the first year build (2015) and the second year build (2016) of the pipelines.
- b. Dabney Lewis, CEO reported that this is a very busy time. He and Mr. Heavener have decided to increase his hours from 20 to 34 hours a week during the summer. He does want to remain part-time.
- c. Other
  1. Copy of Minutes from Kennebec Water District meeting held May 29.
  2. Copy of Minutes from Kennebec Sanitary Treatment District meeting held May 8.
  3. Copy of Minutes from Safety Committee meeting held May 14.
  4. Copy of Winslow School Board Agenda for June 23.
  5. Copy of Minutes from Winslow School Board meeting held April 28.
  6. Copy of Minutes from Planning Board meeting held May 7.

5. Reports of Committees and Commissions

- a. Town Manager's Report

**FY2014 PRELIMINARY END OF YEAR  
BUDGET REPORT**

In the Council Packet is the FY2014 Preliminary End of Year Budget Report. As you will see, on the municipal side of the expense budget we ended the year with a positive balance of \$193,223. Some departments, however, ended the year in the red. The School Department ended the year with a positive balance of \$94,072.

On the revenue side of the budget we exceeded our projected revenues by \$323,996. Contributing to this amount is \$192,615 in additional Sewer Revenues. We also collected \$133,453 more in excise taxes than we had anticipated.

These numbers are preliminary and will change slightly as we go through our annual financial audit scheduled for August 11th through the 22nd. Final numbers can be expected by the November Town Council meeting.

### **TAX ACQUIRED PROPERTY**

As you may recall, on February 14th we foreclosed on 16 properties for non payment of property taxes. We gave all of the property owners an opportunity to reacquire their property within ninety (90) days. Twelve (12) of the properties were reacquired and four (4) properties still remain in the town's ownership. Attached to this report is a list of the remaining four properties along with the property cards and aerial views. We will discuss what to do with these properties at our July Council meeting.

### **BUREAU OF LABOR STANDARDS CITATIONS**

On May 29, 2014 an inspector from the Maine Bureau of Labor Standards conducted an inspection of our municipal departments and workplace violations were found. On Monday, July 7th, we were issued citations for 48 violations. Many were for inadequate record keeping or documentation.

As a result of the citations, we were issued \$4,200 in fines. We have 15 business days to appeal the fines which I intend to do. We have until August 29, 2014 to correct all of the violations. I will be meeting with the Department Heads on July 10th to develop a work plan to resolve the deficiencies. A copy of the citations are included in the Council Packet.

### **OLD BRICK SCHOOLHOUSE UPDATE**

Last month I reported that I intended to utilize the services of Genealogy Researcher William Moulton in an effort to find the heirs of Francis Giddings. This was necessary because ownership of the Old Brick Schoolhouse had reverted back to the heirs.

I am happy to report that Mr. Moulton has identified some of Francis Giddings heirs. When I receive his report it will include contact information for the heirs.

I have included the Old Brick Schoolhouse as a discussion item on the July Council agenda. I would like to know if the Council will support seeking ownership of the schoolhouse so that we can continue to maintain it as a town historical asset.

Estimated upkeep costs are as follows:

1. The roof needs to be cleaned and resealed at an estimated cost of \$800.00 .
2. Some of the boards around two windows need to be replaced and repainted at an estimated cost of 300.00.
3. Annual maintenance cost will be \$500.00

Town Councilor Ray Caron will open the schoolhouse for viewing on Monday, July 14th, from 5 pm to 6:30 pm

### **FIRE DEPARTMENT ROOF**

In the Council packet is Order No. 7-2014, which if approved will authorize me to re-roof the Fire Department at a cost not to exceed \$84,000. This re-roofing project is necessary because the existing roof leaks and it has exceeded its useful life.

The proposed work includes the following:

- The stone ballast will be removed; the ballast will be retained by the town; the existing membrane will be removed and disposed of properly.
- The existing insulation will be retained; defective insulation will be replaced on a square foot basis.
- A 1/8" tapered "polyiso" insulation will be installed.
- A layer of 1/2" Secure Shield insulation will be installed as the top layer; this material provides a solid surface for the new membrane.
- The new roof system will either be adhered or mechanically fastened using a .060 membrane with 6" seam tape.
- All perimeters and roof penetrations will be flashed with membrane material or 24 gauge pre-painted metal.
- The new roof will have a 15 year total system warranty .

### **NATURAL GAS (NG) PIPELINE TIF UPDATE**

I am still working with Attorney Jim Saffian on the development of our NG Pipeline TIF. The proposed TIF will be ready for Council action at the August Council meeting. Despite this delay we will still have time to complete the TIF for the FY2015 Tax Commitment.

Summit Representative Mike Duguay will be at our July Council meeting to give the Council an update on Summit's progress and future plans for Winslow.

### **LIBRARY PROJECT UP-DATE**

I am still waiting for E.S. Coffin Engineers to provide us with an engineering plan to address some of the deteriorated masonry wall blocks at the Library. Once I receive the plan I will share it with the Town Council.

### **MMA LEGISLATIVE POLICY COMMITTEE**

Waterville City Manager Mike Roy has requested that we cast a vote for Waterville City Councilor Rosemary Winslow to represent our communities on the MMA Legislative Policy Committee. I will have the ballot for voting at our July Council meeting.

### **MANAGER'S VACATION**

I am planning to take a vacation from July 21st to the 25th. I will not be designating an Administrative Officer to act in my absence since I plan to stay in the area.

### **Actions taken by the Council during Manager's Report**

Motion by Mr. Russell and seconded by Mr. Fletcher to authorize Mr. Heavener to nominate Rosemary Winslow for the Legislative Policy Committee. Motion carried. Unanimous.

### **Department Reports**

Reports were received from the Assessor, Code Enforcement, Police Department, Public Works, Fire Department, Parks & Recreation and Library.

- b. Treasurer's warrant approved and signed by the Finance Committee during the Month of June.

No. 23.....	\$ 255,710.99
No. 24.....	\$ 256,644.17
No. 25.....	\$ 114,748.63
No. 26.....	<u>\$ 35,705.68</u>

Total \$ 662,809.47

- c. Financial Report

Motion by Mr. Russell and seconded by Mr. Twitchell to approve all reports.

Motion carried. Unanimous.

#### TABLED BUSINESS

1. Resolution No. 13-2014: Providing for Approval for an Assignment of the Franchise and the Cable System to Comcast Corporation. (One Reading) Sponsored by Gerald Saint Amand.

#### NEW BUSINESS

1. Order No. 6-2014: Providing for the Purchase of a 1 Ton, Rack Body, Truck to replace an existing 2002, 1 Ton Pick-up Truck. (First Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Mr. Twitchell to accept the First Reading of Order No. 6-2014. A roll call vote was taken.

Steve Russell—Yes	Catherine Nadeau—Yes
Ben Twitchell—Yes	Ken Fletcher—Yes
Jerry Quirion—Yes	Ray Caron—Yes
Gerald Saint Amand—Yes	

Motion passed, 7 – 0.

2. Order No. 7-2014: Providing for the Authorization for the Town Manager to Re-Roof the Fire Department Roof with a fully tapered EPDM Roof at a cost not to exceed \$84,000. (First Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Mr. Twitchell to accept the First Reading of Order No. 7-2014. A roll call vote was taken.

Ray Caron—Yes	Steve Russell—Yes
Ken Fletcher—Yes	Jerry Quirion—Yes
Catherine Nadeau—Yes	Ben Twitchell—Yes
Gerald Saint Amand—Yes	

Motion passed, 7 – 0.

3. Resolution No. 17-2014: Providing for Authorization for the Tax Assessor and Tax Collector to Assess and Collect on an Installment Basis Over A Period Not Exceeding 5 Years the Expenses Incurred in Abating Malfunctioning Domestic Wastewater Disposal Units Pursuant to 30-A M.R.S.A. § 3428. (One Reading) Sponsored Gerald Saint Amand.

Motion by Mr. Twitchell and seconded by Mr. Quirion to adopt Resolution No. 17-2014.  
Motion carried. Unanimous.

4. Resolution No. 18-2014: Providing for the Sale of 13 Cushman Road. (One Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Mr. Twitchell to adopt Resolution No. 18-2014.  
Motion carried. Unanimous.

## DISCUSSION

The council asked Mr. Heavener to reach out to the heirs of Francis Giddings who are the owners of the Old Brick Schoolhouse.

## ADJOURNMENT

Motion by Mr. Quirion and seconded by Mr. Twitchell to adjourn the meeting.  
Motion carried. Unanimous.

The meeting adjourned at 8:32 p.m.

ATTEST: \_\_\_\_\_  
Town Clerk of Winslow Maine